

Revised 7/10/07	ARIZONA DEPARTMENT OF EDUCATION GUIDELINES & PROCEDURE	NO. GE-18
SUPERSEDES GE-18, Instructional Hours and Programs		SHEET 1 of 2
SUBJECT: AMENDED INSTRUCTIONAL HOURS AND PROGRAMS		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: General As item: GE-18

I. PURPOSE

The purpose of this guideline is to clarify what qualifies for classroom instruction hours and the procedure for instances where school districts and/or charter holders do not meet the statutorily mandated annual instruction hours.

II. GUIDELINE

- a. Instruction hours are instructional programs that have classes or courses taught that meet the statutorily mandated annual instruction hours pursuant to A.R.S. 15-901(A)(2)(a)(b)(c).
- b. A student must be enrolled in an instructional program that meets for a total of the required annual classroom instruction hours per grade as specified in A.R.S. 15-901(A)(2)(a)(b)(c). A less than full time instruction program must be prorated in accordance with A.R.S. 15-901(A)(2)(a). The statutory mandated annual instructional hours for FY 2005-2006 and each and every fiscal year thereafter is as follows:

Grade Level	Minutes per Week	Hours per Year
Preschool	360	
Kindergarten		356
1, 2 and 3		712
4, 5 and 6		890
7 and 8		1,068
9, 10, 11 and 12		720

- c. According to A.R.S. §15-901(A)(2)(c)(vi) a full time instructional program for grades 9 through 12 must meet at least 720 hours and must also include at least 4 subjects and at least 20 hours per week.
- d. According to A.R.S. §15-101(8) a course, also referred to as a subject, is defined as organized subject matter in which instruction is offered within a given period of time and for which credit toward promotion, graduation or certification is usually given. A course consists of knowledge selected from a subject for instructional purposes in the schools.

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- e. The State Board of Education prescribes the minimum course of study in required subject areas and competency requirements at specific grades pursuant to Ariz. Admin. Code R7-2-301 and the minimum course of study in required subject areas and competency requirements for graduation from high school pursuant to Ariz. Admin. Code R7-2-302 and Ariz. Admin. Code R7-2-302.04.
- f. Instruction hours do not include periods of the day in which an instructional program or course of study is not being offered, including, but not limited to the following:
 - a. Lunch, breaks, and recesses pursuant to A.R.S. 15-901(A) (2) (b) (i).
 - b. Homeroom periods, study hall periods, early release or late start hours.

III. PROCEDURE

If school districts or charter holders are not in compliance with annual classroom instruction hours pursuant to A.R.S. 15-901(A) (2) (a) (b) (c), then annual equalization funding will be prorated accordingly.

Example:

A school with deficient annual hours will have their reported membership decreased based on the actual amount of instruction hours provided compared to the required annual hours. For instance, a school that provides 90 % of the required hours will have the reported membership days reduced by 10 %, thus ADM will be reduced by 10 %. Annual equalization will be based on this revised ADM.